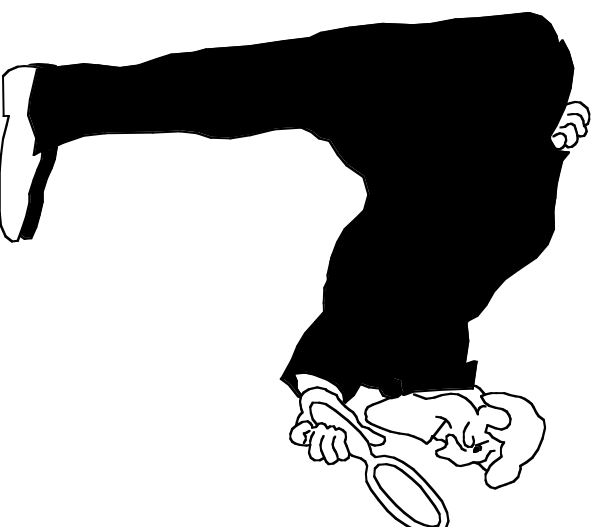

Contract Negotiation Techniques

Factfinding

Chapter 2



Federal Acquisition Institute
General Services Administration

Factfinding

Oral or written communication prior to negotiation:

- **Obtain information on contractor position**
- **Identify assumptions**
- **Clarify matters affecting cost**
- **Resolve inconsistencies**

Factfinding

Methods of Factfinding	Typical Contracting Situation
Telephone conversation	Relatively simple requirement and low dollar value
Face -to-face meetings	Moderate to complex requirements; moderate to high dollar values
Written request for proposal clarification	Relatively complex requirements and high dollar values

Potential questions

- **How was estimate developed?**
- **Why are levels of the proposed efforts needed?**
- **How do proposed efforts relate to contract specifications?**

Do's of Factfinding

- **Use questions**
- **Avoid complex questions**
- **Be thorough and systematic**
- **Obtain rationale for estimated amounts**
- **Caucus with team members**

Don'ts of Factfinding

- **Negotiate price during factfinding**
- **Interpret how to do a proposed effort for the contractor**
- **Answer questions that other team members ask the contractor to answer**
- **Allow the contractor to avoid direct answers**
- **Discuss available funding or price objectives**